

**IN THE CIRCUIT COURT OF THE SECOND JUDICIAL CIRCUIT  
IN AND FOR FRANKLIN COUNTY, FLORIDA**

STATE OF FLORIDA  
vs.

Case # \_\_\_\_\_

**CRIMINAL / NON-CRIMINAL / TRAFFIC PARTIAL PAYMENT AGREEMENT**

You, the Defendant, have elected or have been ordered by the Court to pay partial payments to the Clerk of Courts, Franklin County, Florida. You represent that you are unable to pay the fines/costs due on this case without a payment plan. You will pay the amount owed plus an administrative fee of \$25.00 (one-time fee) pursuant to this Partial Payment Agreement.

Defendant submits the following financial/contact information:

1. Mailing Address: \_\_\_\_\_; City: \_\_\_\_\_; State: \_\_\_\_\_; Zip: \_\_\_\_\_

2. Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_

Primary Contact Number: Home Phone                      Cell Phone                      Work Phone

3. Employer: \_\_\_\_\_

4. Income: \$ \_\_\_\_\_ Weekly      Bi-weekly      Monthly

5. Email address: \_\_\_\_\_

List Name and Phone Number(s) of Close Relative:

Name	Phone	Alt. Phone	Relationship
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**The defendant agrees as follows:**

1. Acceptable forms of payment are cash, money order, cashier's check, certified check; local check, debit or credit card.
2. Defendant will pay the one-time fee of \$25.00 today or within 7 days.
3. Defendant will pay \$ \_\_\_\_\_ today or defendant's first payment of \$ \_\_\_\_\_ will be paid on \_\_\_\_\_ followed by \$ \_\_\_\_\_ on the 10<sup>th</sup> or 20<sup>th</sup> or 30<sup>th</sup> \_\_\_\_\_ of each month until paid in full.  
The total balance of \$ \_\_\_\_\_ (plus partial pay fees, judgment interest, service charges and collection fees, if any) must be paid in full by \_\_\_\_\_.
4. Payments may be paid before the due date and/or for more than the agreed upon amount without penalty.

If you fail to comply with the payment plan pursuant to this agreement and you remain in default for five (5) calendar days from the due date of the payment, your driving privilege may be suspended. Default can result in your case being referred to an outside collection agency who charges 40%. In addition, you may be assessed additional fees and this agreement will be null and void. I understand the above terms and obligations and I agree to comply with this Partial Payment Agreement. The Franklin County Clerk of Courts is authorized to send me, as a courtesy, automated reminder messages.

\_\_\_\_\_  
Defendant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk/Assistant Clerk/ Notary Public

\_\_\_\_\_  
Date

Payment options:

- a. You may pay by local check or money order by mail to Clerk of Courts, 33 Market Street, Suite 203, Apalachicola, FL 32320
- b. You may pay in person by cash, local check, money order, or credit/debit card between 8:00 am and 4:30 pm\*; Monday through Friday at the Franklin County Courthouse, 33 Market Street, Suite 203, Apalachicola, FL 32320
- c. You may pay by credit/debit card by phone during normal business hours\*. Please call (850) 653-8861 and dial 0 to speak with a deputy clerk.